DOCUMENT RESUME

ED 097 894 IR 001 258

TITLE	Wisconsin Public Library System Standards. Bulletin No. 5058.
INSTITUTION	Wisconsin State Dept. of Public Instruction, Madison. Div. of Library Services.
PUB DATE	74
NOTE	99p.
EDRS PRICE	MF-$0.75 HC-$4.20 PLUS POSTAGE
DESCRIPTORS	County Libraries; Information Services; Institutional Administration; Library Facilities; Library Materials; Library Services; *Library Standards; Personnel; *Public Libraries; *Regional Libraries; *State Standards
IDENTIFIERS	*Wisconsin

ABSTRACT

A revision of the Wisconsin Division for Library Services of the Department of Public Instruction 1963 public library standards, this collection of standards includes sections on availability of services, structure and government of library systems, services, materials and materials organization, personnel, physical facilities, and library service outlets. Except for the last section, which is a short description, all sections have a narrative introduction, statements of guide principles, and specific standards. The standards, which are presented in column form, cover library systems, headquarters libraries, large community libraries, community libraries, and small community libraries. These five types of library organizations are defined at the beginning of the document in terms of population served. (LS)

ED 097894

Wisconsin Public Library System Standards

Endorsed by:
Wisconsin Association of Public Librarians
Wisconsin Library Trustees Association

Prepared and Published by the
Division for Library Services
Department of Public Instruction
Madison, Wisconsin
1974

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Bulletin No. 5058

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PREFACE

The Wisconsin Division for Library Services is authorized to "develop and make available desirable standards for public and school libraries" (Wisconsin Statutes, s. 43.05(8)). This publication is the first revision of desirable public library standards since 1963.

Substantially, it is an updating of the 1963 standards, A Design for Public Library Development in Wisconsin; Standards for Measuring Progress. This revision is in conformity with Chapter 43 of the Wisconsin Statutes, as revised in 1971, and with the Provisional Standards for Public Library Systems (Wisconsin Administrative Code, PI 6.06).

Like A Design . . . , this version is directional rather than philosophical. Rather than reexamining the philosophical bases of twentieth century public library services, it takes the generally accepted ideals as universally understood. It is expected that individual system and municipal library boards, their directors and staff members, will continually winnow and sift creative ideas for new directions for public library service.

Primarily responsible for these Wisconsin Public Library System Standards are the Division's Public Library Consultants, and a Joint Committee on the Revision of Public Library Standards appointed by the Chairpersons of the Wisconsin Library Trustees Association and the Wisconsin Association of Public Librarians.

In June 1974, these standards received the endorsement of the WLTA Board and the Executive Committee of WAPL.

I would like particularly to thank Public Library Consultant Ione Nelson, who chaired a long series of staff meetings, and then of Joint Committee meetings, and worked steadily and patiently to be sure this revision made sense.

W. Lyle Eberhart, Administrator
Wisconsin Division for Library Services

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INFORMATION FOR USE WITH THIS DOCUMENT

The standards contained in this document are built for measuring system adequacy and should be used in conjunction with the Wisconsin library law and administrative code rules affecting public libraries. This document cannot be used to measure independent unaffiliated libraries.

A system is a complex of public libraries within a county or multicounty area, organized and governed as a unit, in which all citizens residing in the area have access to the resources and services of the complex. There are two kinds of systems: (a) federated and (b) consolidated.

(a) Federated System - may be a single or multicounty system in which the system operation is governed by a system library board and each local library board retains control over the local aspects of library service. A multicounty federated system may include individual counties with consolidated service.

(b) Consolidated System - consists of one county only. Each municipality with a public library in the system agrees that its library be merged as a branch of the system and be governed by the system library board.

The standards which appear are minimum standards to be used as guidelines. These standards cover availability of public library service, structure and government, service, materials, personnel, physical facilities, and library service outlets.

Organization and format

The general format of this document is essentially the same as the earlier A Design . . . , with the addition of Principles and a column for System Standards. Types of libraries, as used in A Design . . . , have been changed to Headquarters, Large Community, Community, and Small Community Library. The population and characteristics of the area served, not the municipal boundary, determine in which category a library belongs. A library in a small municipality may need to meet Community Library Standards in order to serve its area.

Separate standards have been written for the system and each size of library. If, however, a standard applies to more than one library, the standard is written across those columns to which it pertains. Most standards contained here apply to both Consolidated and Federated Systems. Where there are differences, such as in Structure and Government, separate standards are written for each.

Terms used

Principle - Fundamental rule from which the standards have been developed, and the framework in which they operate.

Standards -

System Standards - refer to those standards which pertain to overall system operation.

Headquarters Library Standards - apply to either

(a) The public library in a city of at least 30,000 population designated to provide administration of and resources for the system, or

(b) A combination of a separate administrative headquarters plus a public library in a city of at least 30,000 under contract to serve as system resource library. In the case of a separate administrative headquarters, apply those standards

pertaining to system administration and to any system services that may be provided by it. Apply all other service and resource standards to the public library under contract with the system to serve as the resource library.

Large Community Library Standards - apply to a community library which serves an area of approximately 30,000 or more population and is not the headquarters or resource library for the system.

Community Library Standards - apply to a community library which serves an area of approximately 10,000-30,000 population.

Small Community Library Standards - apply to a community library which serves an area of approximately 2,500-10,000 population.

Library Service Outlet Standards - apply to an additional public library unit, either mobile or stationary, organized and administered primarily to serve as a link within the system between the very small communities or neighborhoods and the headquarters library resources.

A separate chapter has been written for the library service outlet.

AVAILABILITY OF PUBLIC LIBRARY SERVICE

INTRODUCTION

Every Wisconsin resident should have legal and reasonably convenient access to a public library and through it to the library resources in his area, the state, and the nation. This goal can only be attained by the establishment of a statewide network of public library systems.

No public library can function as an isolated unit and provide the depth and breadth of resources needed by the people in its community. All public libraries must have a second level of resources within reach of their readers. Such backup is provided when libraries in an area participate in a system.

In turn, a system cannot operate in isolation. It must provide the linkage between local libraries and the resources of public libraries and other types of libraries in the system area, other systems, and state and national library agencies.

The standards in this chapter are guides for the development of the necessary library interrelationships which will permit the local public libraries to make available a good quality of library service to the user.

2 - AVAILABILITY OF PUBLIC LIBRARY SERVICE

1. AVAILABILITY OF PUBLIC LIBRARY SERVICE

Principle A. All Wisconsin residents should have access to a local public library and thro
tem area, state, and nation.

Standards:

System	Headquarters Library	Large Community Library	Communi
1. Public library systems, built on county or multicounty units, should be established throughout the state to provide every resident within those units legal access to public library service.	1a. Every individual should have legal and reasonably convenien to the resources of a public library system.		
	1b. The headquarters library should be located so that people served by it may conveniently use the library within a one day's round trip from their homes.	1b. The local library should be loc its users.	
2. Each public library system, linking all public libraries in its area together as a coordinated whole, should provide library users with a range and depth of service that is beyond the financial reach of any single library.	2. Each public library within a public library system area sho ticipate in its program.		
3. Each public library system and other types of libraries in the system area should cooperate and	3. Each public library in a system should participate in the s of resources with other types of libraries on the local and library resources in the area to the individual.		

have access to a local public library and through it to the total library resources of the sys-

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dual should have legal and reasonably convenient access to a local public library and through it
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library within a public library system area should affiliate with the system and actively par-
its program.

library in a system should participate in the system's program of cooperation and coordination
with other types of libraries on the local and system levels to insure the availability of all
urces in the area to the individual.

Standards:

System	Headquarters Library	Large Community Library	Comm
coordinate their services in order to extend the resources available to library users.			
4. Public Library systems, major regional and state library agencies should be linked together to form a statewide network which would make available a full range of library resources in the state to Wisconsin residents.	4. Every individual through his local library should have a statewide network.		
5. The statewide network should provide a program of reference referral to resource libraries in the nation for information not available to an individual on his community, system, or state level.	5. Every individual through his local library should have a brary agencies in the nation.		

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through his local library should have access to the library resources provided by li-
n the nation.

STRUCTURE AND GOVERNMENT OF PUBLIC LIBRARY SYSTEMS

INTRODUCTION

Public library systems are created for the extension and improvement of services to the people in the system areas. In order to function, each system must operate within a framework of planned partnership between it and its affiliated libraries. This framework is based on intergovernmental cooperation among municipalities for the establishment and maintenance of a system and on interlibrary cooperation of the libraries included in the system.

The standards in this chapter relate to the organization and administration of a single or multicounty system, a federated or consolidated system. As directional standards, their principal purpose is to serve as a guide in the development of the relationships and responsibilities of the system, its headquarters, and member libraries. In a federated system, the public libraries remain under local control, with the system being the structured interaction of all the units included.

Once a public library system is operational, it has the responsibility of securing a working relationship with other types of libraries in its area to provide the public with access to those library resources. And, finally, it has the responsibility to develop a program of access to the resources of other systems, of designated regional resource libraries within the state, and of state and federal library resources.

With a clear pattern of system organization and administration, both the system and affiliated member libraries can develop to their full potentiality of service to the people who support them.

II. STRUCTURE AND GOVERNMENT OF PUBLIC LIBRARY SYSTEMS

Principle A. Public library systems should be established and maintained in accordance rules.

Standards:

System	Headquatters Library	Large Community Library	Com
1. Each public library system should have a population of no less than 85,000.			
2. Each public library system should be organized as either a consolidated or federated system and established and maintained in accordance with the provisions of the Wisconsin Statutes, the Wisconsin Administrative Code rules, and the Division for Library Services administrative regulations.	2. Each public library in a federated system should be est the Wisconsin Statutes and the Wisconsin Administrative		
3. Each system should be governed by a legal system board.	3a. In a consolidated system, the headquarters library and by the system board as a single unit. 3b. The municipal public library function of the headquarters library in a federated system should continue to be governed by its public library board.	3b. Each library in a federated	

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established and maintained in accordance with the state statutes and the administrative code

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rary in a federated system should be established and maintained according to the provisions of tatutes and the Wisconsin Administrative Code rules.

ed system, the headquarters library and its satellite community branches should be governed oard as a single unit.

ublic 3b. Each library in a federated system should be governed by a public library board.
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6 - STRUCTURE AND GOVERNMENT

Standards:

System	Headquarters Library	Large Community Library	C
4. Each system should meet statutory and state administrative requirements for state aid.	4. Each public library in a federated system should rece maintenance of the system's ability to meet the statu		
5. Each system should have a designated headquarters library which should be the public library in a city of at least 30,000, or an administrative headquarters and contract with a public library in a city of at least 30,000 to serve as its resource library.	5. The headquarters library should continue its operation as a community library for the community it serves in addition to serving as the system's administrative unit and service library.		

Principle B. Public library systems should be based on a plan built up from the sing person access to the level of library service that meets his needs.

Standards:

1. A library system's organizational plan and service program should provide for the use of all system libraries by all residents in the system area without a personal charge or a charge to their local municipality.	1. The headquarters library should be responsible for administering the policies and procedures necessary for the utilization of the materials collection within the system including the establishment of:	1. Each member library shoul borrowers' privileges, un

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brary in a federated system should receive local support at a level that contributes to the the system's ability to meet the statutory and administrative requirements for state aid.

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based on a plan built up from the single library user and local community to insure every brary service that meets his needs.

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1. Each member library should participate in the plans and programs for reciprocal borrowers' privileges, uniform lending practices, and interlibrary loan.

Standards:

System	Headquarters Library	Large Community Library	Co
	a. Reciprocal borrowers' privileges among the libraries in the system b. Uniform lending practice c. Interlibrary loan among the system libraries.		
2. A system program of access should be developed to the resources of other types of libraries in the system area, to other systems, to state designated regional resource libraries, and to state and federal library agencies.	2. The headquarters library should be responsible for planning, initiating, and administering a program of access to the resources of other types of libraries in the system area, to other systems, to state designated regional resource libraries, and to state and federal library agencies.	2. Each member library should system's access program.	
3. Each system should provide for bookmobile service and/or a books-by-mail program to reach those residents who cannot conveniently visit a library because of distance or physical handicaps.	3. Each public library should call its public's attention information about them.		

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2. Each member library should encourage its users to take full advantage of the system's access program.

library should call its public's attention to these services and provide currently accurate about them.

Standards:

System	Headquarters Library	Large Community Library	C
4. Where warranted, library service outlets should be established and maintained in conformity with system guidelines.	4. The headquarters library should administer the operation of those library service outlets established and maintained by the system.		

Principle C. Public library systems, as public service agencies, should be supported

Standards:

System	Headquarters Library	Large Community Library	C
1. The financial support received by a system should be sufficient to provide an adequate level of service; meet the requirements for eligibility for state aid; and, when added to the state aid received, provide a quality level of service.	1. In a federated system, each public library's local fi the system's state aid grant and system services, sho municipality and to those system area residents, resi as their public library.		
2. A multicounty federated system should adopt a formula for an equitable proration of assessment for system support among the counties.			

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d system, each public library's local financial support, supplemented by its allotted share of state aid grant and system services, should provide quality service to the residents of its and to those system area residents, residing outside of the municipality, who use the library ic library.

Standards:

System	Headquarters Library	Large Community Library	Co
3. Each public library system should have a carefully prepared annual budget to present to its supporting government agency(ies).	3a. The headquarters library should provide necessary budgetary information for system budget preparation.		
	3b. Each public library in a federated system should provi headquarters library in its compilation of information		
	3c. Each public library in a federated system should have full opportunity for consultation with the headquarter during the budget preparation period, should have regu the supporting government agency.		
4. Each public library system should follow sound fiscal procedures in compliance with statutory requirements and Division for Library Services administrative regulations.	4a. The headquarters library should follow established fiscal procedures and maintain the system's financial records.		
	4b. Each public library in a federated system should follo tions of which it is a part.		
5. A federated system should compensate financially any public library in the system when its contribution to the system is more than it receives whether in services or resources. Such system use of any library should be clearly delimited by mutual agreement and	5. In a federated system, any public library, which is ab utilized effectively for system purposes, should contr contract should describe the services/resources and st		

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library in a federated system should provide local budget information as may be required by the library in its compilation of information for the system budget.

library in a federated system should have a carefully prepared annual budget. Each should have ity for consultation with the headquarters library and local government officials as needed, and, dget preparation period, should have regular channels for presenting financial and other needs to government agency.

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library in a federated system should follow sound fiscal procedures in harmony with the jurisdic- it is a part.

system, any public library, which is able to provide special services or resources that can be tively for system purposes, should contribute these only under a contract with the system. The d describe the services/resources and state the formula on which the remuneration is based.

Standards:

System	Headquarters Library	Large Community Library	Co
the rate of compensation equitably fixed, subject to periodic review by both the system and the library(ies).			
6. Each federated system, electing to give cash grants to its member public libraries from the state aid it receives, should determine the percentage of the aid to be used by the system for system purposes and the percentage to be used for grants to the libraries. Further, the system should devise a formula for an equitable distribution of the cash grant funds among the libraries.	6. Prior to adoption, each public library in a federated reaction to the system's formula for the distribution braries.		

Principle D. Public library systems, as publicly supported agencies, are accountable the local governments which maintain them, and to the public.

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each public library system should maintain appropriate records for reporting purposes and for analyzing,	1. The headquarters library should be responsible for determining and maintaining the appropriate	1. Each member library should system headquarters librar In addition, each member l are considered of value to	

Large Community Library Community Library Small Community Library

on, each public library in a federated system should have the opportunity of presenting its system's formula for the distribution of cash grants from its state aid funds to member li-

ly supported agencies, are accountable for the management of their operation to the state, ain them, and to the public.

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li- 1. Each member library should maintain pertinent records as determined by the re- system headquarters library for systemwide reporting and evaluating purposes. ter- In addition, each member library in a federated system should keep records that tain- are considered of value to its own operations.
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Standards:

System	Headquarters Library	Large Community Library	Co
evaluating, and improving its service program and operation.	records to be kept for system reporting and evaluating purposes. In addition, in a federated system, it should keep records of its municipal public library functions that are considered of value for the same purposes.		
2. Each federated system's annual statistical report to the state should be a composite of the system's and public libraries' operations in such detail as may be required. A copy of the report should be filed with the county clerk of each county in the system and with the library board of each public library.	2a. In a federated system, the headquarters library should be responsible for the distribution of the state statistical annual report forms to the public libraries and for their collection. It should compile a composite report for the entire system to submit to the state with copies to the county clerks in the system area and to system members.		
	2b. Each public library in a federated system should fill promptly return to the headquarters library. A copy s clerk.		

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to the headquarters library. A copy should be filed with the library board and municipal

12 - STRUCTURE AND GOVERNMENT

Standards:

System	Headquarters Library	Large Community library	Co
3. Each consolidated system's statistical annual report to the state should include the operation of the headquarters library and its community branches in such detail as may be required. A copy of the report should be filed with the county clerk and library board.	3. In a consolidated system, the headquarters library should compile the state statistical annual report and should submit it to the state, with copies to the system board, community branches, and county clerk.	3. Each community branch in a tinent information for the at the request of the head	
4. Each public library system should present a popular version of its annual report to the public through the news media and by whatever other means the system deems effective.	4a. The headquarters library should be responsible for the compilation and distribution of the popular version of the system's annual report to the public.		
	4b. Each public library in a federated system should be r nual report to its community.		
5. The current status of public library system operation, services, and finances should be reported by the system board to public library boards in a federated system at predetermined intervals during the year.	5. The headquarters library should compile current status system reports for the system board to be presented to public library boards in a federated system for the prescribed periods during the year.		

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Principle E. A system library board should perform its duties in the best interest of

Standards:

System	Headquarters Library	Large Community Library	Com
1. Each system board should understand the provisions of the Wisconsin Statutes pertaining to its duties and powers in order to fulfill its appropriate responsibilities.	1. Each public library board in a federated system should pertaining to its duties and powers in order to fulfill		
2. Each system board should include a statement in its bylaws that no board member shall succeed himself more than twice in order that fresh ideas and a broader representation of the system area may be assured.	2. Each public library board in a federated system should ber shall succeed himself more than twice in order that community may be assured.		
3. In a federated system the system board should meet semiannually with the headquarters library board and hold a joint annual meeting with all member library boards for review and discussion of system services and improvement.	3a. In a federated system, the public library board of the library designated as the system headquarters should meet semiannually with the system board to review and discuss system services and improvement.		

form its duties in the best interest of the public.

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library board in a federated system should attend the joint annual meeting with the system eview and discussion of system services and improvement.

library board in a federated system should select and appoint a qualified and competent library or; determine the library's objectives and functions; set policies; engage in long-range plan- dically evaluate the effectiveness of the library's operation and services; take active responsi- securing the necessary level of local financial support; interpret the library to the community; rts of the library's activities and financial status to the system.

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Standards:

System	Headquarters Library	Large Community Library	Co
c. To establish the respective areas of responsibility of the two boards in the operation of the library having dual functions.	c. To establish the respective areas of responsibility of the two boards in the operation of the library having dual functions.		

Principle F. The functions of a system library board and the system director should b

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each system board, as the legal and policy determining body, and the director, as the administrator, should conduct the affairs of the system as a working partnership with the lines of demarcation of the authority and responsibility of each defined in the board's bylaws.	1. Each public library board in a federated system, as th administrator should conduct the affairs of the librar tion of the authority and responsibility of each defi		
2. In a federated system the director, if acting in a dual role as the administrator of the system and the administrator of the public library designated as the system headquarters, should	2. In a federated system the system director, if also the administrator of the public library designated as the headquarters library, should be responsible to the public library board for		

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Standards:

System	Headquarters Library	Large Community Library	C
be responsible to the system board for the system operation.	the municipal library operation.		
3. The system board, director, and staff should study, evaluate, and develop the system's policies and long-range planning.	3. In a federated system each public library board, libr and develop the library's policies and long-range pla be coordinated with those of the system.		
4. The system director should regularly report to the board on the system's activities and progress.	4. In a federated system each library administrator shou library's activities and progress and system services		

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d system each public library board, library administrator, and staff should study, evaluate, he library's policies and long-range planning. The policies and long-range planning should d with those of the system.

d system each library administrator should regularly report to his public library board on the ivities and progress and system services received or given.

SERVICE

INTRODUCTION

The purpose of the public library is service for everyone. This encompasses individuals of all ages, regardless of education, occupation, philsophy, economic level, ethnic origin, or human condition. The public library exists to provide the individual with the books, magazines, records, films, and other types of material which communicate ideas, information, and knowledge. Thus service is the essential starting point for establishing and applying standards.

The services provided by the library must be based on clear and specific objectives. These objectives must recognize the necessary variations in communities which require different library programs. The character and emphasis of public library service will be influenced by the existence of other library services in the area.

The public library is a central source for continuing lifelong education. Guidance from librarians in the use of books and materials will help the individual to read with understanding, discrimination, and judgment. Thus the recreational, intellectual, and cultural life of the community will be enriched.

III. SERVICE

Principle A. The public library system should focus its service program upon clear an

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each system should adopt a written statement of general, long-range objectives and specific goals of systemwide library service, subject to periodic review and revision.	1a. The headquarters library should assist in the formulation of objectives and goals of systemwide library service and be responsible for carrying them out.	1a. Each member library should goals of systemwide librar	
	1b. Each public library should adopt a written statement o subject to periodic review and revision. This stateme lar aims and applications which fit the needs of its c		
	1c. The headquarters library should provide guidance to the member libraries in developing library service objectives and specific goals and be responsible for coordination.		

14 - STRUCTURE AND GOVERNMENT

Standards:

System	Headquarters Library	Large Community Library	Co
	3b. Each public library board in a federated system should board for review and discussion of system services and		
4. Each system board should select and appoint a qualified and competent library administrator; determine the system's objectives and functions; set system policies; assume responsibility for long-range systemwide service and facility planning; periodically evaluate the effectiveness of the system's operation and services; take active responsibility for securing the necessary level of financial support for the system; interpret the system to the public; keep the system member library boards (in a federated system) apprised regularly of the system's activities and status; submit an annual report of the preceding year and its program for the subsequent year to the Division for Library Services.	4. Each public library board in a federated system should administrator; determine the library's objectives and ning; periodically evaluate the effectiveness of the bility for securing the necessary level of local finan submit reports of the library's activities and financ		

Standards:

System	Headquarters Library	Large Community Library	Co
5. In a federated system, the system board should contract with the board of the public library designated as the headquarters library:	5. The board of the public library in a federated system designated as the system headquarters library should contract with the system board:		
a. To confirm the designation of the public library as the system headquarters library by the system board and acceptance of the designation by the public library board.	a. To confirm the designation of the public library as the system headquarters library by the system board and its acceptance of the designation.		
b. To agree on the amount and kind of expansion, including administration, service, materials, and personnel of the public library's operation needed for it to act as a headquarters library and on the system's financing of the extended program.	b. To agree on the amount and kind of expansion, including administration, service, materials, and personnel of the public library's operation needed for it to act as a headquarters library and on the system's financing of the extended program.		

focus its service program upon clear and specific objectives.

Large Community Library	Community Library	Small Community Library
1a. Each member library should participate in the formulation of objectives and goals of systemwide library service.		

rary should adopt a written statement of objectives and specific goals of library service, odic review and revision. This statement should relate each library's efforts to particu- blications which fit the needs of its community.

Principle B. The public library system, as an integral part of the area it serves, sh
services.

Standards:

System	Headquarters Library	Large Community Library	Co
1. The needs of the system area should be assessed through continuing study, through knowledge gained by participation in organization activities and governmental planning, through surveys made by other agencies, and through cooperation with other libraries and organizations in experimentation and research.	1a. The headquarters library should be responsible for library studies and surveys authorized by the system board, and cooperate with other agencies and organizations on studies and surveys that have a bearing on systemwide library service.	1a. Each member library should ized study that has a bear	
	1b. In each public library the staff should be encouraged its institutions and organizations.		
2. Each system should develop a coordinated systemwide plan for a full range of library services for children, young adults, and adults.	2a. The headquarters library should be responsible for administering the systemwide library services and the coordination of library services in the system area.		
	2b. Each public library should develop a plan for the libr		

integral part of the area it serves, should develop an effective plan for a full range of

ry	Large Community Library	Community Library	Small Community Library
rs li- e re- library rveys the sys- coop- er agen- izations surveys aring on brary	1a. Each member library should keep the headquarters library apprised of any formalized study that has a bearing on library service in its community.		

library the staff should be encouraged to participate actively in the life of the community,
ns and organizations.

rs li-
e re-
admin-
system-
ervices
nation
rvices
area.

brary should develop a plan for the library services which are to be offered in its community.

Standards:

System	Headquarters Library	Large Community Library	Co
3. Each system should develop a coordinated systemwide program for utilizing the existing state, area, and local library resources and agencies in serving the residents of its area. Contracts to provide and/or receive system services should be made, whenever feasible or beneficial: a. With all types of libraries in the area, namely, area school library centers, higher educational institution libraries, and special libraries b. With other public library systems c. With other types of libraries outside its area.	3a. The headquarters library should act as the liaison between member libraries in the system and state level resources, utilizing efficient and rapid communication.	3a. Each member library should use of state-level resourc	
	3b. The headquarters library should assume responsibility for examining methods of effective interlibrary cooperation on the system level and should be responsible for negotiating and administering all systemwide interlibrary contracts for the receipt and/or provision of services.	3b. Each member library should tractual systemwide interl	
	3c. Each public library should assume responsibility for e types of libraries in its community to obtain full uti level.		
	3d. The headquarters library should advise member libraries on local interlibrary contracts.	3d. Each member library should tance of the headquarters	

rary	Large Community Library	Community Library	Small Community Library
ters li- act as between ries in nd state ces, ficient mmunica-	3a. Each member library should follow the prescribed rules and regulations for the use of state-level resources.		
ters ld assume ty for thods of terli- ation on evel and sponsible ing and g all nterli- cts for and/or services.	3b. Each member library should follow the prescribed procedures for the use of contractual systemwide interlibrary services.		

library should assume responsibility for examining methods of effective cooperation with other raries in its community to obtain full utilization of all library resources at the community

ters li- advise ries on brary	3d. Each member library should negotiate local interlibrary contracts with the assistance of the headquarters library.		

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Principle C. The public library system should provide informational, bibliographical,

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each system should have a coordinated informational, reference/research, and bibliographical service, including staff specialists, resource materials, and appropriate equipment.	1a. The headquarters library should provide bibliographical aid, information and reference/research services to residents of the system area either directly or through member libraries.	1a. In addition to locating in should utilize the resourc	
	1b. The headquarters library should make available specialists to member libraries and through them residents of the system area.	1b. Each member library should brary.	
	1c. Each public library should provide telephone informati		
	1d. Copying equipment should be provided in the headquarters library for individual use and for duplication of single copies of materials in order to give maximum service to the public within the restrictions of the copyright law.	1d. Copying equipment should b rant.	

d provide informational, bibliographical, and reference/research services.

ary	Large Community Library	Community Library	Small Community Library
ers li- provide al aid, nd refer- services of the ither di- ough mem- .	1a. In addition to locating information in local resources, each member library should utilize the resources of the headquarters library.		
ers li- make cialists raries hem resi- system	1b. Each member library should utilize the specialist staff of the headquarters library.		
ibrary should provide telephone information service during all hours of opening.			
ment vided in ers li- ividual uplica- e copies in order um ser- ublic stric- copy-	1d. Copying equipment should be provided in each member library as local needs warrant.		

Principle D. The public library system should provide a positive program of individua
tional, and recreational materials.

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each system should have a coordinated individual and group program, including staff specialists, resource materials, and appropriate equipment.	1a. The headquarters library should take leadership in initiating needed guidance and educational programs and should assist member libraries in providing these services through staff specialists, resource materials, and appropriate equipment.	1a. Each member library should quarters library.	
	1b. Each public library should provide guidance in the cho reading guidance and counsel, annotated lists and read lections.		
	1c. Each public library within the framework of its own pr appropriate activities for all age groups. Examples o lectures, storytelling, special subject programs, play		
	1d. The headquarters library should make available to residents of the system area and to its member libraries the learning opportunities provided through mass communication systems such as the educational telephone network (ETN), radio	1d. Each member library should mass communication systems additional local ones when	

ld provide a positive program of individual and group guidance in using informational, educa-
ials.

rary	Large Community Library	Community Library	Small Community Library
ters li- take n initiat- uidance nal pro- ould as- libraries these ough staff resource d appro- ent.	1a. Each member library should utilize the guidance service provided by the headquarters library.		

library should provide guidance in the choice and use of library materials through individual
nce and counsel, annotated lists and reading courses, displays, and selected materials col-

library within the framework of its own program should present, inside or outside the library,
ctivities for all age groups. Examples of such activities are film programs, book talks,
rytelling, special subject programs, play reading, and reading improvement programs.

ers li- make resi- system ts mem- the rtuni- through ation as the elephone , radio	1d. Each member library should utilize the learning opportunities provided through mass communication systems, available at the headquarters library, and provide additional local ones when warranted.		

Standards:

System	Headquarters Library	Large Community Library	C
	and television broadcasting in all its forms (closed circuit, cable, et al.).		

Principle E. The public library system should serve individuals and groups with spec

Standards:

System	Headquarters Library	Large Community Library	C
1. Each system should have a planned program of services to individuals and groups with special needs, including use of specialized staff, materials, and techniques.	1a. The headquarters library should be responsible for initiating services to meet special needs of individuals within the system area, including use of specialized staff, materials, and techniques. It should support the efforts of member libraries and provide access to services available from statewide resource libraries.	1a. Each member library shoul groups with special needs resources.	
	1b. Each public library should provide access to speciali bound, and institutionalized, the aging, the disadvan may be available in the library or outside the librar		

ry Large Community Library Community Library Small Community Library

broad-
its
circuit,
.

serve individuals and groups with special needs.

ry Large Community Library Community Library Small Community Library

rs li-
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terials,
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ber li-
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ices
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1a. Each member library should provide direct personal contact with individuals and groups with special needs, and guide its users to the system and state-level resources.

brary should provide access to specialized services and resources for the handicapped, home-
stitutionalized, the aging, the disadvantaged, and others with special needs. Such service
le in the library or outside the library or in conjunction with other concerned agencies.

Principle F. The public library system should provide services and materials for orga

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each system should have a planned program of services within the scope of library objectives to organizations, agencies, and institutions.	1a. The headquarters library should be responsible for coordinating and initiating needed services and maintaining up-to-date information on system-wide organizations, agencies, and institutions and should support the efforts of member libraries.	1a. Each member library should zations, agencies, and ins	
	1b. Each public library should provide guidance and counse materials, methods, and facilities.		
	1c. Each public library should cosponsor and cooperate in agencies, and institutions which are appropriate to li provision of books and materials; when possible, guida		

Principle G. The public library system should maintain well planned hours of service.

Standards:

System	Headquarters Library	Large Community Library	Co
1. Each library in a system should be open for public service on a fixed schedule. Hours should be determined which will be convenient for all persons to use; this includes evenings, and, if necessary, Sundays.	1a. The headquarters library should be open at least 69 hours per week. If local conditions warrant, the hours may be reduced in the summer.	1a. The large community library should be open at least 69 hours per week. If local conditions warrant, the hours may be reduced in the summer.	1a
	1b. In each public library, a full range of services shoul		

provide services and materials for organizations, agencies, and institutions.

ry	Large Community Library	Community Library	Small Community Library
rs li- e re- coordi- tiating s and -to-date system- ions, institu- d sup- ts of es.	1a. Each member library should maintain up-to-date information on community organizations, agencies, and institutions and should utilize the system resources.		

brary should provide guidance and counsel on program planning, including resource persons, hods, and facilities.

brary should cosponsor and cooperate in programs and activities with community organizations, institutions which are appropriate to library objectives. Cooperation may be limited to the books and materials; when possible, guidance and stimulation in their use should be provided.

maintain well planned hours of service.

ry	Large Community Library	Community Library	Small Community Library
rs li- e open rs per condi- the duced	1a. The large community library should be open at least 69 hours per week. If local conditions warrant, the hours may be reduced in the summer.	1a. The community library should be open at least 56 hours per week. If local conditions warrant, the hours may be reduced in the summer.	1a. The small community library should be open no less than 25 hours per week.

library, a full range of services should be available whenever the library is open.

26 - SERVICE

Principle H. Good systemwide library service requires an effective public informati

Standards:

System	Headquarters Library	Large Community Library	C
1. Each system should have a coordinated and funded public information program which is reviewed periodically to ascertain its effectiveness.	1a. The headquarters library should be responsible for development of a strong public information program in cooperation with all types of libraries in its area as well as its member libraries. In addition, the headquarters library should utilize the resources of state and/or national public information programs.	1a. Each member library shoul that are available to it,	

1b. Each public library should have a specific program to
standable way about library services, activities, and
cations and information pieces, book lists, popular r
and spot announcements.

e requires an effective public information program.

ary	Large Community Library	Community Library	Small Community Library
ers li- be re- develop- ong pub- on pro- ration s of li- s area s mem- . In head- ary e the state al pub- on	1a. Each member library should take full advantage of public information services that are available to it, adapting as may be necessary.		

ibrary should have a specific program to inform its community in an interesting and under-
about library services, activities, and collections, through displays and exhibits, publi-
nformation pieces, book lists, popular reports, newspapers, television and radio programs,
uncements.

SYSTEMWIDE MATERIALS AND THEIR ORGANIZATION

INTRODUCTION

Materials held by any one library system are not conceived as being so exhaustive or so complete that no need exists for interchange between systems, higher levels of state resources, or access to special materials in out-of-state collections.

Indeed if a library system functions well, it should generate responses from a proportion of its clientele for more and more sophisticated and specialized materials not necessarily the province of a local system m collection.

This section sets forth certain guidelines or standards for building and strengthening the materials resources of public library systems so that the recreational, educational, and research needs of the citizens of Wisconsin can be better met by all libraries within the system boundaries. It also states broad principles which should be followed to make these materials, regardless of form, readily available throughout the system by effective organization and retrieval methods.

Basic materials needs will be common to all systems. The need for effective organization of these materials is also a common denominator for providing good service.

Beyond these needs that are common to all systems, there will be variances in the sophistication of organization and retrieval depending on socioeconomic factors, materials resources already existent in the system area, and expressed and potential interests of the area.

Percentages used in these materials standards are based on U.S. Census Bureau gross population figures for the state. Each library will need to look at its own service area and adjust materials percentages accordingly.

IV. SYSTEMWIDE MATERIALS AND THEIR ORGANIZATION

Principle A. The public library system should develop and set policy for the select
it fulfills its service objectives.

Standards:

System	Headquarters Library	Large Community Library
1. Each system should have a written policy that defines purposes, principles, and criteria for selection and maintenance of all forms of media. All materials should be selected and retained or discarded in keeping with this policy.	1a. The headquarters library should assist in formulating of system policy and be responsible for administering it.	
	1b. The headquarters library should work with the other libraries to coordinate the materials selection, acquisition, and maintenance policies of the libraries in the system.	
	1c. Each public library should have a written statement its collection. This statement should include the p the institution's position on supplying resources on	
2. Annual budget allocation for materials should reflect system objectives and the basic needs of the area.	2. In each public library the annual allocation for the the library and the basic needs of all age groups in	

ld develop and set policy for the selection and maintenance of the materials collection so that
tives.

rary	Large Community Library	Community Library	Small Community Library
ters li- assist ng of y and be for ad- it.			
ters li- work with braries to he materi- n, acqui- nainte- es of the the sys-			

ibrary should have a written statement of policy covering the selection and maintenance of
n. This statement should include the purposes, describe the scope of the collection, affirm
on's position on supplying resources on controversial subjects.

c library the annual allocation for the materials collection should reflect the objectives of
nd the basic needs of all age groups in the community.

Principle B. The public library system should provide a wide range of materials, witho
the points of view of the residents of the area.

Standards:

System	Headquarters Library	Large Community Library	Com
1. Each system should provide both print and nonprint materials, including, but not limited to, books, periodicals, newspapers, films, and audio-units.	1. Each public library should provide collections of both		
2. As new forms are developed they should be acquired by the system for testing, familiarization, and evaluation. When their value appears appropriate and useful, they should be added to the collection in sufficient quantity to meet needs.	2a. The headquarters library should accept responsibility for experimenting with materials in new forms as they are made available. 2b. The headquarters library should provide a pool of materials in new forms and necessary hardware for effective use of such materials for member libraries.	2a-b. Each member library shoul in the newer media for us	
3. Each system should build a collection of currently useful books and nonbook materials to achieve the system purposes and meet the expressed and potential needs of the	3. All collections of currently useful books and nonbook ma potential needs of individuals, organizations, and ager		

provide a wide range of materials, without regard to form, to meet the needs, interests, and
s of the area.

	Large Community Library	Community Library	Small Community Library
rary should provide collections of both print and nonprint materials.			
li- cept for th e	2a-b. Each member library should avail itself of the acquired materials and hardware in the newer media for use in its community.		
li- vide als re e of for .			
of currently useful books and nonbook materials should be built to meet the expressed and of individuals, organizations, and agencies in the community.			

Standards:

System	Headquarters Library	Large Community Library
residents of the system area, including those materials designed to meet specialized needs on all levels.		
4. Each system should provide the means for the member libraries to evaluate and select materials for their own collections.	4a. The headquarters library should make available to member libraries the widest variety of selection tools, including nationally recognized guides to quality materials and other specialized appropriate resources for utilization in selection and evaluation of the collection in all public libraries.	4a. The large community library should have available a wide variety of selection tools, including specialized bibliographic resources covering subjects frequently requested. In addition, it should make use of the tools held by the headquarters library.
	4b. The collection in each public library should contain user and potential users on the basis of the value a author, and the effectiveness of presentation and fo	
5. Each system collection should contain opposing views on controversial topics.	5. The collection of the headquarters library should contain varied viewpoints on complicated and controversial topics of a factual or imaginative nature, including new,	5. The large community libr brary should hold materi ions which apply to the there is concern in the use of materials represe on the greatest possible

brary	Large Community Library	Community Library	Small Community Library
ters li- make member e widest election ding na- cognized ality d other approp- rces for in selec- luation ction in ibraries.	4a. The large community library should have available a wide variety of selection tools, including specialized bibliographic resources covering subjects frequently requested. In addition, it should make use of the tools held by the headquarters library.	4a. The community library and the small community library should own basic selection and reviewing tools and should make use of any of the headquarters library tools in building its collection.	

on in each public library should contain materials which have been selected for the library ential users on the basis of the value and significance of the subject, the authority of the the effectiveness of presentation and format.

on of the library in varied n compli- ntrover- of a fac- inative uding new,	5. The large community library and the community library should hold materials on the various opinions which apply to the subjects about which there is concern in the community and should make use of materials representing varied viewpoints on the greatest possible variety of subjects.		5. The small community library should make use of materials representing varied viewpoints on the greatest possible variety of subjects.

Standards:

System	Headquarters Library	Large Community Library	Co
	unpopular, and unorthodox positions on the greatest possible variety of subjects.		
6. Each system should provide extensive materials for the reference and research needs of the residents of the system area, and should provide resources in fields of special interest to its area.	6. The headquarters library should provide extensive materials for the reference and research needs of its area and should have access to other libraries for seldom-used and specialized materials.	6. Basic reference and researc subjects of interest to the ferred to the headquarters	
7. Each system should make provision for storage and retrieval of materials, which, though seldom used, are important for historical or research purposes.	7a. The headquarters library should house items held within the system but needed only occasionally by individual libraries in the system. Materials not deemed useful to the system but which have historical and research value should be offered to a state depository.		
	7b. Each public library should make use of specialized mate which the system has contractual arrangements and with		

ary	Large Community Library	Community Library	Small Community Library
d unor- ons on possible bjects.			
ers li- provide erials ence and s of its ld have er li- eldom- ialized	6. Basic reference and research materials should be provided in a full range of subjects of interest to the community. More specialized needs should be referred to the headquarters library for additional materials and research.		
ers li- house thin the eded only by in- aries in Materials eful to which l and should a state			

brary should make use of specialized materials available in other types of libraries with
em has contractual arrangements and with state, regional, and national resources.

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Principle C. The public library system should provide materials in sufficient quantit

Standards:

System	Headquarters Library	Large Community Library	Co
1. The total book collections of all libraries in the system should contain resources of at least two to four volumes per capita. Systems with smaller populations should contain more than the minimum.	1a. Currently useful books in the headquarters library, and in a large community library not serving as a systems headquarters, should be at least 2 volumes per capita for their own community services or 100,000, whichever is greater.		1a
	1b. Additional volumes should be acquired to take care of depletion of headquarters stock and for bulk loans to member libraries if needed.		
	1c. The headquarters library should also maintain a collection of older standard as well as new fiction titles.		
	1d. In each public library the book collection should be b children within any given community.		
2. Annual minimum acquisitions for the system should be no less than 1 volume for every 6 persons served; systems over 500,000, 1 volume for every 8 persons served.	2a. Each public library should add annually at least 1 vol		
	2b. Adult books should equal approximately 75% of the annual acquisitions; of these approximately 10% should be chosen specifically for young adults. About three-fourths of the acquisitions should be nonfiction.		2b

d provide materials in sufficient quantity to meet the needs of the system area.

ary	Large Community Library	Community Library	Small Community Library
ful books in the headquarters li- a large community library not serv- ems headquarters, should be at es per capita for their own com- es or 100,000, whichever is greater.		1a. Currently useful books in the community library should be at least 2 volumes per person served, or 30,000, whichever is greater.	1a. Currently useful books in the small community library should be at least 2 volumes per person served, or 10,000, whichever is greater.
lumes uired to deple- uarters bulk er li- eded.			
ers li- also llection dard as iction			

c library the book collection should be balanced to meet the needs of adults, young adults, and
in any given community.

ibrary should add annually at least 1 volume for every 6 persons in its own community.

hould equal approximately 75% of the itions; of these approximately 10% sen specifically for young adults. ourths of the acquisitions should be		2b. Adult books should equal approximately 75% of the annual acquisitions; of these approximately 10% should be chosen specifically for young adults. About two-thirds of the acquisitions should be non-fiction.

Standards:

System	Headquarters Library	Large Community Library	Co
	2c. Additions of children's books should equal approximate		
	2d. Duplicates and additional titles should be added to headquarters library in sufficient quantity to meet the needs of its own community and that of the system.	2d. Each member library should quarters library, but shou demand.	
3. Each system should have available in the service area at least 1 periodical subscription for each 100 persons.	3a. The headquarters library should annually provide 1 periodical title for each 100 persons in its community, plus duplication and additional titles for system use. Appropriate back files should be maintained in the most economic and useful form, including microform. The headquarters library should provide a broad range of indexing services, including the more specialized indexes not expected to be held locally.	3a. The large community library should hold the periodicals which are indexed in the Readers' Guide unabridged, with additional appropriate selections from specialized periodicals indexes. Specialized indexes should be held and periodical back files retained according to need. The large community library should utilize provisions for use of the headquarters library collection for those periodicals and indexes not held locally.	3a
	3b. Each public library should hold periodicals of state a		

"Colo

ary	Large Community Library	Community Library	Small Community Library
children's books should equal approximately 25% of the annual acquisitions.			
l addi- should eadquar- n suf- ty to of its and ystem.	2d. Each member library should utilize provisions for loan of materials from headquarters library, but should own those titles which are in current and constant demand.		
rs li- nnually odical 100 commu- lica- ional tem ate uld be the and nclud- The ibrary a index- inciud- pecial- ot ex- eld	3a. The large community library should hold the periodicals which are indexed in the Readers' Guide unabridged, with additional appropriate selections from specialized periodicals indexes. Specialized indexes should be held and periodical back files retained according to need. The large community library should utilize provisions for use of the headquarters library collection for those periodicals and indexes not held locally.	3a. The community library should hold the periodicals which are indexed in the Readers' Guide unabridged, with additional appropriate selections from specialized periodicals indexes. Periodical back files should be retained according to need. The community library should utilize provisions for use of the headquarters collection for those periodicals and specialized indexes not held locally.	3a. The small community library should hold a minimum of 20 periodicals which are indexed in Abridged Readers' Guide, and not generally included in family subscriptions. Periodical back files should be retained according to use. The small community library should utilize provisions for use of the headquarters library collection for those periodicals and specialized indexes not held locally.
brary should hold periodicals of state and special regional and local interest.			

Standards:

System	Headquarters Library	Large Community Library	C
4. Each system collection should contain the pertinent local, regional newspapers and nationally recognized newspapers.	4. The collection of newspapers for the headquarters library should include local papers, regional papers, and at least 5 nationally recognized newspapers, one of which has its own complete index. Files of significant newspapers should be retained on microform.	4. The collection of newspapers in a large community library should include the local, regional, and nationally recognized newspapers. Back files of both significant and local newspapers should be retained on microform.	4
5. Each system should provide access to a government documents collection.	5. The headquarters library should be a state documents depository and also a selective United States Government documents depository or have reasonably convenient access to one. The headquarters library should also acquire local and international documents on a selective but systematic basis.	5. Each member library shoul headquarters library and	

ary	Large Community Library	Community Library	Small Community Library
n of r the library e local nal pa- least 5 cognized ne of own x. ificant ould be icro-	4. The collection of newspapers in a large community library should include the local, regional, and nationally recognized newspapers. Back files of both significant and local newspapers should be retained on microform.	4. The collection of newspapers in a community library should include the local and regional newspapers and a nationally recognized newspaper. Back files of local papers should be retained on microform.	4. The collection of newspapers in a small community library should include the local and regional newspapers. Back files of local papers should be retained on microform.

ers li- be a ts de- also a ted ment ository nably cess to dquar- should local onal a selec- ematic

5. Each member library should utilize the documents collection available at the headquarters library and should acquire selected documents to meet local demand.

Standards:

System	Headquarters Library	Large Community Library	Com
6. Each system should provide a film collection for system use. The system should own those films which are demanded consistently in the system area.	6. The headquarters library in a system should be able to provide extensive information about films and should have access to as wide a collection of films as possible through: a. Membership in state or regional film circuit b. Rental agreements with major film libraries c. A basic permanent collection of carefully selected films to meet consistent system demand.	6. The large community and com a. Provide information abou b. Have access to films thr library in a system c. Maintain an individual m circuit if needed.	
7. A collection of audio-units, such as tapes, cassettes, and discs, should be maintained for circulation within the system.	7. The headquarters library should have at least 5,000 audio-units, such as discs, tapes, cassettes, et al., not including duplicates for its own and system's use, with replacements and additions at the rate of 10-15% annually.	7. The large community library should have at least 3,000 audio-units, discs, tapes, and cassettes in its collection, and borrow as needed from the headquarters library.	7.

Large Community Library	Community Library	Small Community Library
6. The large community and community library should: a. Provide information about films b. Have access to films through the headquarters library in a system c. Maintain an individual membership in a film circuit if needed.		6. The small community library should: a. Provide information about films b. Have access to films through the headquarters library in a system.
7. The large community library should have at least 3,000 audio-units, discs, tapes, and cassettes in its collection, and borrow as needed from the headquarters library.	7. The community library should have at least 1,000 audio-units, discs, tapes, and cassettes in its collection, and borrow as needed from the headquarters library.	7. The small community library should have at least 500 audio-units in its collection and should borrow as needed from the headquarters library.

Standards:

System	Headquarters Library	Large Community Library	C
	Headquarters library should maintain the collection for circulation within the system.		
8. Each system should provide other appropriate AV materials, such as filmstrips, slides, art reproductions.	8. The headquarters library should have a collection of filmstrips, slides, art reproductions, and other AV materials in sufficient quantity to meet its own community and system demands.	8. Each member library shoul demand and borrow other A	
9. Each system should assure that basic and supplemental equipment necessary for utilizing nonbook materials is made easily available.	9. The headquarters library should maintain a central pool of various AV equipment to be used by member libraries and general public within the system area. This would include such items as film projectors, record players, tape recorders, etc.	9. The large community libra brary should own those it which are necessary for u lar nonbook items maintai should draw as needed upo for those items not owned	

rary	Large Community Library	Community Library	Small Community Library
library in the or cir- hin the			
ters li- have a f film- es, art s, and erials in uantity own com- ystem de-	8. Each member library should maintain a collection of AV materials to meet local demand and borrow other AV materials as needed from the system collection.		
ters li- maintain l of quipment member general the sys- his would items as rs, rec- tape re-	9. The large community library and the community library should own those items of AV equipment which are necessary for utilizing the more popular nonbook items maintained in that library. It should draw as needed upon the system collection for those items not owned locally.		9. The small community library should own those items that local demands make economically feasible, and should utilize the system collection for other needs.

Principle D. Materials collections should be examined systematically for the removal o
useful or appropriate materials.

Standards:

System	Headquarters Library	Large Community Library	Com
1. Each system should outline an orderly and coordinated procedure for discarding materials no longer useful.	1a. Withdrawals made at any level should be offered to the before they are destroyed. 1b. The headquarters library should be a depository for materials useful for historical or research purposes.		

Principle E. The system should develop adequate procedures for organization of library
and readily.

1. Each system should provide centralized acquisition, cataloging, and preparation of materials for the small community libraries within its area and for those larger community libraries who wish these services.	1a. The headquarters library should exercise leadership in planning the methods and means for providing centralized acquisition, cataloging, and processing of materials, and be responsible for administering the program either within the system or by contract. 1b. The headquarters library should be able to give accurate information on status of orders to each library.	1a. The large community library brary should participate wi library in the planning and gram for acquisition, catal of materials, and, whenever make use of these centraliz

examined systematically for the removal of out-of-date, physically worn-out, and no longer

ry	Large Community Library	Community Library	Small Community Library

de at any level should be offered to the next higher echelon of resources for examination
e destroyed.

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te procedures for organization of library materials so that they may be utilized effectively

s li- ercise lanning means entral- n, pro- rials, ble ng the within y con-		1a. The large community library and the community library should participate with the headquarters library in the planning and developing of a program for acquisition, cataloging, and processing of materials, and, whenever advantageous, should make use of these centralized services.	1a. The small community library should make use of these centralized services for the acquisition, cataloging, and processing of materials.
s li- able e in- atus ch			

38 - SYSTEMWIDE MATERIALS AND THEIR ORGANIZATION

Standards:

System	Headquarters Library	Large Community Library	C
	1c. Materials should be delivered to member libraries in shelf-ready condition.		
	1d. Each public library should organize its materials co public library and the staff.		
2. The system should provide some means of showing systemwide holdings.	2. The headquarters library should maintain those records that would make information on systemwide holdings available efficiently and rapidly.	2. The large community libra brary that do not partic ized acquisition or proc information on their hol headquarters library.	

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Library	Large Community Library	Community Library	Small Community Library
should be to member in shelf- dition.			

ic library should organize its materials collections to that they are easily located by both the brary and the staff.

uarters li- uld maintain ords that e informa- ystemwide available ly and	2. The large community library and the community library that do not participate in either centralized acquisition or processing should submit such information on their holdings as requested by the headquarters library.

PERSONNEL

INTRODUCTION

In a very real sense, when the public measures its library by the service it receives, it is measuring the competency of the staff, because it is the personnel of a library that determines the effectiveness of the library's services.

Because of the interdependence of libraries in a library system, it is essential that able people are employed throughout the entire complex. Otherwise, the system falls short of giving the service expected by the public. Therefore, the library boards of the system and member libraries have an obligation to the public to employ well qualified and competent personnel.

Since much has been written about library organization and personnel practices, it is sufficient here only to stress the importance of a good personnel policy and good personnel management in every library. With the backing of these the library's administration will be in a position to recruit, develop, and hold personnel capable of designing and carrying out a good service program.

Maximum performance by a staff can be achieved only when its job satisfaction and morale are high. Contributing to these factors are good working conditions and salary schedules, job security, employee benefits, good communication among staff and with administration, opportunity for advancement, and a sufficient number of employees to carry out the library's program.

The standards that follow serve as a guide for personnel administration.

V. PERSONNEL

Principle A. Public library system personnel should be of sufficient number and comp

Standards:

System	Headquarters Library	Large Community Library	C
1. The total number of personnel, excluding maintenance, in a system complex, should be no less than one full-time staff member (or equivalent) per each 2,000 people in the system area. The ratio of nonprofessional employees to professional, including paraprofessional, should be two to one. Professional personnel should reflect specialities in the various aspects of the system-wide program.	1a. The headquarters library of a system should have one experienced professional librarian in each of the following aspects of library service: administration extension and coordination of system services information and advisory service for adults information and advisory service for young adults information and advisory service for children organization and control of materials and subject specialists as needed. There should be an adequate number of additional professional and paraprofessional librarians to meet the demands upon the library and a supporting staff of library assistants	1a. The large community library should be under the direction of a professional librarian experienced in administration. Each of the library's major service areas should be in the charge of a professional librarian. There should be an adequate number of additional professional/paraprofessional librarians to meet the demands upon the library and a supporting staff of library assistants and clerical personnel.	1

l should be of sufficient number and competence to assure effective library service.

rary	Large Community Library	Community Library	Small Community Library
ters li- ystem one ex- ofessional each of g aspects ervice: tion and coor- of sys- ices n and ad- ervice ts n and ad- ervice g adults n and ad- ervice dren on and of mate-	la. The large community library should be under the direction of a professional librarian experienced in administration. Each of the library's major service areas should be in the charge of a professional librarian. There should be an adequate number of additional professional/paraprofessional librarians to meet the demands upon the library and a supporting staff of library assistants and clerical personnel.	la. The community library should be headed by a professional librarian. There should be an adequate number of additional professional/paraprofessional librarians to meet the demands upon the library and a supporting staff of library assistants and clerical personnel.	la. The small community library should be headed by a person whose training in library science is at least equivalent to the public library course offered by the University of Wisconsin-Extension. Additional full-time personnel, as needed, should have training equivalent to the same course.
specialed. There adequate ditional and para- librarithe dehe library ting staff ssistants			

Standards:

System	Headquarters Library	Large Community Library	Co
	and clerical personnel.		
	1b. Professional and specialized personnel should be available for guidance and consultation to the staff of community libraries and to assist in carrying out special systemwide projects at the community level.	1b. The member library staff sh from the headquarters libra	
2. Whenever there is need for establishing positions requiring professional services in disciplines other than library to carry out the library system program, personnel should be employed who are qualified and competent in their professions with the ability to apply their speciality within the library function.	2. The headquarters library should employ professionals in discipline other than library when necessary to carry out the system program.	3. Each member library should professionals employed by t	

Large Community Library	Community Library	Small Community Library
1b. The member library staff should utilize the guidance and assistance available from the headquarters library.		
3. Each member library should avail itself of the services/counsel of nonlibrary professionals employed by the headquarters when such assistance is necessary.		

42 - PERSONNEL

Standards:

System	Headquarters Library	Large Community Library
3. All staff positions of a paraprofessional and clerical nature in the system complex should be filled by persons with the qualifications and skills necessary to carry out the duties and responsibilities of those positions.		
4. There should be a systemwide program of in-service training for personnel to insure a continuing high level of staff performance.	4a. The headquarters library should formulate and administer the systemwide in-service training program.	
	4b. In a federated system, each public library should ma systemwide in-service training program, and, in addi nel.	

Principle B. All staff members in a system complex should have conditions of employ morale.

Standards:

System	Headquarters Library	Large Community Library
1. Each system's personnel policies and practices should be codified, periodically reviewed, and made available to all staff members.	1a. The headquarters library should codify system personnel policies and practices and keep the code up to date.	

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ted system, each public library should make provision for its personnel to participate in the
in-service training program, and, in addition, provide in-service training for its own person-

complex should have conditions of employment that contribute to job satisfaction and high

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Standards:

System	Headquarters Library	Large Community Library	Comm
	1b. In a federated system, the public library, designated as the system headquarters, should correlate its personnel policies and practices with those of the system so that both the system headquarters and the public library personnel have the same conditions of employment.	1b. In a federated system, each cies and practices and keep of the system as a basis for	
	1c. The headquarters library should distribute copies of the personnel policies and practices code to its employees, and, in a federated system, to the public libraries.	1c. In a federated system, each sonnel policies and practice ters library.	
2. Employment within a system should constitute a career service which provides opportunity for advancement.	2a. Within and between the system libraries, there should be		
	2b. Appointments and promotions of personnel in all librarie for race, sex, marital status, national origin, politica		
3. All employees within a system should work within a position classification plan	3a. The systemwide position classification plan should be ad should be clearly defined and differentiated in terms of		
	3b. Within reasonable limits, duties and responsibilities sh		

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Large Community Library Community Library Small Community Library

ystem, ry, e sys- , its es and hose that head- pub- onnel ndi- ent.

lb. In a federated system, each member library should codify their personnel policies and practices and keep the code up to date. Each library should use those of the system as a basis for developing its own.

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lc. In a federated system, each member library should distribute copies of its personnel policies and practices code to its employees and file with the headquarters library.

en the system libraries, there should be a clear ladder of advancement for qualified people.

promotions of personnel in all libraries should be on the basis of merit, without regard arital status, national origin, political opinions, or religious beliefs.

osition classification plan should be adopted by all system member libraries. The plan y defined and differentiated in terms of job requirements, duties, and responsibilities.

e limits, duties and responsibilities should be assigned consistent with classification.

44 - PERSONNEL

Standards:

System	Headquarters Library	Large Community Library	C
which provides for defined levels of employment to the end that service responsibilities may be conducted with efficiency and economy.			
4. Appropriate salary provisions, related to the defined levels of employment within the classification plan, should be provided.	4a. A systemwide pay scale based on the position classifi braries to provide for equitable compensation through		
	4b. The difference between the minimum and maximum of eac low for adequate salary increments.		
	4c. Pay scales should be reviewed annually.		
	4d. Professional salaries should be comparable with those sional employees is done at that level.		
	4e. Nonprofessional personnel should receive pay comparab in the system area.		
	4f. There should be a specified probationary period for e		
5. Personnel policies should include the following employee benefits: Comfortable working conditions; participation in Wisconsin Employees Retirement and Social Security;	5a. The headquarters library should administer the personnel policies as adopted for system staff.		
	5b. In a federated system, each public library administer		

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pay scale based on the position classification plan should be adopted by all system member li-
rovide for equitable compensation throughout the system for the same levels of responsibility.

ce between the minimum and maximum of each range in the pay scale should be substantial to al-
uate salary increments.

hould be reviewed annually.

salaries should be comparable with those on the national level, because recruiting for profes-
yees is done at that level.

nal personnel should receive pay comparable to that for similar work under similar conditions
n area.

be a specified probationary period for employees.

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ed syste each public library administers the personnel policies for its personnel.

Standards:

System	Headquarters Library	Large Community Library	Com
vacation and sick leave allowance; protection against discharge or demotion without adequate cause and fair hearing; leaves of absence for study and travel; attendance with pay at library and library-related meetings, workshops, institutes.			

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PHYSICAL FACILITIES

INTRODUCTION

The public library is a service organization committed to serve people; therefore, the physical facility needs to exemplify the spirit of service. It should be a building (or part of a building) which adequately meets the physical requirements of modern, aggressive library service. The library should be located where the citizens can readily use it in the course of their daily living. The exterior should be a compelling invitation for people to enter, read, listen, and view. It should be possible for all people, regardless of age or physical limitations, to use the library without difficulties. It should be designed to provide for maximum year-round comfort. This includes designing the building so mechanical means of heating, cooling, ventilating, and lighting are supplemental to natural sources.

These standards apply to any library regardless of whether it is a building solely designed as a library, rented space in a commercial building, or space converted from another purpose.

Since each Wisconsin community maintaining a library facility has different needs, no attempt has been made to include specific standards for the design or size of the facility. This information is readily available in other publications, particularly those published by the American Library Association.

Wisconsin laws require all public buildings, including libraries, to comply with fire, safety, sanitary, and other applicable rules as promulgated in the Wisconsin Administrative Code.

VI. PHYSICAL FACILITIES

Principle A. The location and design of a public library facility should enhance and f

Standards:

System	Headquarters Library	Large Community Library	Com
	Planning		
1- Each system should as- 31. sume responsibility for long-range facility planning and give advice on physical facilities to its member libraries.	1. The headquarters library should assess the physical facilities of the libraries in the system to determine their adequacy in meeting the present and future needs of the area served.	1. Each member library should a their facilities and to kee towards improved facilities	
	2a. When a municipality in a federated system is planning a headquarters library should act as an advisory consulta ficials, and the architect.		
	2b. When a consolidated system is financing a new or improv staff should advise the system board of their needs and		
	3. All library facilities should be planned and maintained imposing landmarks.		
	Location		
	4. Each public library should be in a location which attrac activities. Attention should be given to pedestrian and available.		
	5. The headquarters library, in addition to its convenient location for local residents, should also be		

c library facility should enhance and further the service programs of the library.

Large Community Library	Community Library	Small Community Library
li- ess ili- aries de- equacy resent of	1. Each member library should assist the headquarters library in the inventory of their facilities and to keep the system informed of its needs and progress towards improved facilities.	

ity in a federated system is planning and financing a new or improved library facility, the rary should act as an advisory consultant to the local library board, the staff, local of- architect.

ted system is financing a new or improved library facility, the local officials and library lse the system board of their needs and concerns.

lities should be planned and maintained to express the services of the library and not as ks.

ary should be in a location which attracts numbers of people in the course of their daily ention should be given to pedestrian and automobile traffic, and to mass transit where

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Headquarters Library	Large Community Library	Community Library	Small Community Library
located so that people in the system area can drive to it easily.			

6. Each public library should have adequate parking on or near the library site.

Size

7. The facility should be large enough to accommodate effectively the services of the library, and should allow for economical and efficient expansion when necessary, or possible conversion for other purposes if no longer suitable for the library's program of services.

8. The headquarters library should be large enough to house in one building the full range of services to the users and member libraries. This includes adequate space for mobile units, receiving and preparing of all new materials for the system, shipping/receiving of materials and special services such as the maintenance, storage, and repair of audio-visual materials.

8. Each member library should be of sufficient size to enable it to carry out its program within the system's framework. Adequate space should be available to house efficiently the various materials collections with sufficient room for users to utilize these materials.

9. Adequate offices and work space should be provided for all staff members with provision for rest rooms, staff lounge, and other facilities to enable the staff to perform their duties effectively.

Headquarters Library | Large Community Library | Community Library | Small Community Library

Exterior

10. The main entrance should be at street level, without any steps, so the library can be entered easily by everyone, including handicapped and older citizens. Where necessary, ramps also should be provided.

11. When the medium-sized or small community library shares a building, the library portion should be on the main floor with easy access from the outside. Its location within the building should be visible from the street.

12. There should be windows at street level so people passing by can easily see some of the services the library offers.

13. The library should be well marked with a sign which is clearly visible at all times and includes the hours when the library is open.

14. Book return devices should be located so patrons may return materials easily when the library is not open.

15. The library should be landscaped appropriately for its size, location, and style of architecture.

Interior

16. The furniture and equipment should be selected carefully to ensure that it harmonizes with the architecture of the building, contributes to the efficiency of the library's service program, and provides a comfortable and inviting environment.

17. Interior arrangements of the building should be convenient for the general public to use, but should not require an unusually large staff to supervise.

18. Fixed load-bearing walls should be kept to a minimum to enable efficient operation to continue as the library's services and materials collections expand or change.

19. The headquarters library and the large and medium-sized community libraries should have multipurpose rooms for library-oriented activities.

19. The small community library should have easy

Headquarters Library	Large Community Library	Community Library	Small Community Library
			access to a multipurpose room for library-oriented activites, preferably within the same building.

Electrical

20. Each public library facility should have sufficient lighting to meet state building codes. The placement of fixtures should be evenly distributed and glare avoided.

21. Electric outlets in sufficient number, size, and location should be provided throughout the library so that the public and staff can effectively use appropriate electric devices, such as typewriters, adding machines, record players, and microform readers.

22. The headquarters library and large community library should have capabilities for the eventual installation of electronic or other type of equipment currently not used by the library.

Heating and Cooling

23. Each public library facility should be designed with provision for maximum year-round comfort of the users and staff utilizing both natural and mechanical means for heating, ventilating and cooling, and for humidity control.

Plumbing

24. Sufficient rest room facilities should be provided, with staff facilities separated from those for the general public.

25. Drinking fountains and service sinks should be easily available in areas where they are needed.

Elevator

26. Public elevator service should be provided when the public service area is on more than one level.

27. Mechanical book lifts or elevators should be provided whenever books and other materials must be transported from one level to another.

Headquarters Library	Large Community Library	Community Library	Small Community Library
Communications			
28. The headquarters library should have sufficient telephone installations to enable it to serve adequately the general public, member libraries, and intrabuilding needs.	28. Each member library should have sufficient telephone installations to serve adequately its public, to communicate with the headquarters library, and for intrabuilding needs.		

29. Public telephone facilities should be so located as to be available whenever the building or any part is being used by the public.

30. The headquarters library should have Teletype or similar equipment.

31. Multipurpose rooms should contain provisions for use of mass communcation equipment, such as film/slide projectors, education telephone facilities, and television (closed circuit, public broadcasting, and commercial).

VII. LIBRARY SERVICE OUTLETS

A library service outlet is an additional public library unit, either mobile or stat
a link within a public library system between very small communities or neighborhood

Mobile Outlets--Standards

The standards for a mobile service outlet will be determined by the library agency a

Stationary Outlets--Standards

A stationary library service outlet should:

*1. Be established as a library service unit

2. Have the most frequently needed informational tools and bulk loans of materi

3. Refer requests for materials/information not available to the system headqua

4. Be open at least 12 hours a week scheduled on the basis of maximum potential

5. Have paid personnel trained by the administrating library

6. Be housed in attractive quarters which are easily accessible and properly eq

*See also Structure and Government, B.4., p. 8.

blic library unit, either mobile or stationary, organized and administered primarily to provide
n very small communities or neighborhoods and the headquarters library resources.

ll be determined by the library agency administrating the mobile unit service.

unit

rmational tools and bulk loans of materials from the headquarters library for circulation

tion not available to the system headquarters

eduled on the basis of maximum potential use

dministrating library

ch are easily accessible and properly equipped for service and communication

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